

TOP 10 POINTS TO REMEMBER WHEN SUBMITTING CADDS DATA

1. Confirm the Date of Birth, the Date of Admission and the age of first use for each drug listed--these items are often entered incorrectly (e.g., entering the Date of Admission in the DOB field of the UPI).
2. Ensure that no confidential client information (e.g., SSN in the optional Provider's Participant ID) is entered on any record.
3. For counties submitting data via hard copy, ensure that the data is legible, free of notes written directly on the record—again, especially be mindful to not include confidential information such as the names of clients written on the forms--or with 'post-it' notes/comments.
4. Ensure that all referral codes are coded correctly, with particular attention given to the SACPA referrals. If a client is involved in both probation and parole, the parole referral takes precedence, per CDC instructions. Ensure that the Coded Remarks section is completed as required.
5. Check for duplicate records and errors in the data.
6. Do not put the client's CDC identifier in the first 6 (?) Coded Remarks boxes unless your facility is funded through ADP's CDC contract.
7. Clean up old errors and UDIS records (ERNIE) > > If a facility/county needs an electronic listing of the SUSP/UDIS records, please request it via email to the appropriate analyst
8. Counties are responsible for notifying ADP (Karen Woolley in the Fiscal Management Branch) of new opening/closures in a timely manner
9. Special Services/Contract numbers (Item #24 on the CADDS form): If a client's treatment is paid for by another county than the treatment location county, a Special Services/Contract # is assigned by Karen Woolley in the Fiscal Management Branch. Be sure to request and use these numbers.
10. Submit the data on time.

THE PERFECT CADDS DATA SUBMISSION SCENARIO

- ☐ A "clean" file of CADDS records is submitted electronically to ADP NO LATER THAN the 10th of the month two months beyond the report month (i.e. March 2004 data must be submitted no later than May 10, 2004). If the data is ready to submit earlier, please do so.
- ☐ All of the critical areas listed above have been checked
- ☐ Reported data is for all providers within your county.
- ☐ Records submitted are only for that report month or earlier (March '04 report cannot include records for April '04).